

Effective 30 June 1995

Personnel--General

Army Command Policy

This original form of this publication was first published on 2 May 1995.

This UPDATE printing publishes a new Change 1, which is effective 31 December 1996. The strikethrough and underscore method has been used for the portions of the text that are revised.

For the Commander:

RICHARD L. TETERS, JR.  
*Colonel, GS*  
*Chief of Staff*

Official:

ROGER H. BALABAN  
*Director, Information Management*

**Summary.** This publication supplements AR 600-20, 30 March 1988.

**Applicability.** This supplement is applicable to all personnel in the United States Army Recruiting Command.

**Impact on New Manning System.** This supplement does not contain information that affects the New Manning System.

**Supplementation.** Further supplementation of this regulation is prohibited. This supplement is current until further notice from this headquarters.

**Suggested improvements.** The proponent agency of this supplement is the Office of the Director for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC

(RCPER-EO), Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this supplement has been made in accordance with USAREC Pam 25-30, distribution B plus. Plus equals 1 HQDA (DAPE-HRR). This supplement is published in the Recruiting Company Operations and Administration UPDATE.

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**E.** Instructions for Investigating Equal Opportunity Complaints  
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**Paragraph 3-4, Date of rank (DOR), enlisted soldiers**

Add subparagraphs p and q after subparagraph o.  
p. Every effort will be made to ensure that recruiting station (RS) commanders will be senior in grade or DOR to all RA soldiers in the RS. When an exception is made (by the recruiting battalion (Rctg Bn) commander), the senior recruiters will be rated by the first sergeant (1SG) or in his or her absence the recruiting company (Rctg Co) commander.  
q. Additionally, every effort will be made to ensure that persons appointed to the position of interim 1SG will be senior in grade or DOR to all

RA soldiers in the Rctg Co. When an exception is made (by the Rctg Bn commander), the senior recruiters will be rated by the Rctg Co commander or in his or her absence the ~~recruiting battalion~~ (Rctg Bn) sergeant major.

Add paragraph 5-10 after paragraph 5-9.  
**5-10. Proper use of Active Guard Reserve (AGR) soldiers**

a. The duties of AGR members are expressly limited to their service for the purposes of organizing, administering, recruiting, instructing, or training the ARNG and the USAR. These duties are based on law.

b. Efforts of AGR personnel are to be expended in a manner designed to assist the RC. Therefore, the assignment of duties which involve a significant effort in recruiting Active Component (AC) personnel, including membership in the Delayed Entry Program, would be inconsistent with the intent of Congress.

(1) Examples of improper recruiting duties for AGR personnel include Rctg Co commander, 1SG, RS commander, and Rctg Bn executive officer.

(2) AGR personnel may not serve in any of the aforementioned positions or have the title on an "acting" basis, regardless of the circumstances.

c. AGR members may be assigned incidental duties which do not interfere with the accomplishment of the specified purposes outlined under a above.

(1) This may include any general "roster type"

duties expected of all members of the command or organization.

(2) Incidental duties can include things such as answering the RA recruiter's telephone when he or she is not able to, or taking a group of AC applicants for testing along with the applicants for USAR service.

d. Any benefit to AC recruiting would not make these duties objectionable as the primary purpose would be the efficient operation of the military organization as a whole.

**Paragraph 6-1, Concept**

Add subparagraph c after subparagraph b.

c. Leaders must be aware of the relationship between EO and recruiting.

**Paragraph 6-2, Responsibilities**

Add subparagraphs (9) and (10) after subparagraph g(8).

(9) Endorse the written policy of the CG, United States Army Recruiting Command (USAREC) on EO and sexual harassment down to Rctg Bn level. These policies and endorsements are designed to support the EO Program. They will be prominently posted on all bulletin boards down to Rctg Co level. RS will post these memorandums in a binder that is accessible to soldiers at all times. USAREC EO policies will be updated within 30 days of assumption of command, and as often as necessary afterwards.

(10) Reorganize the high visibility of recruiting and the need for military personnel to work in

\*This supplement supersedes USAREC Supplement 1 to AR 600-20, 24 January 1990.

concert with the civilian community. The goals of harmonious relations, mutual respect, and fair treatment extend to dealings with applicants, potential applicants, and the general public. Instances of hostile treatment by civilian communities must be documented and reported to the chain of command.

#### **Paragraph 6-6, Staffing**

Add subparagraphs g and h after subparagraph f.

g. Personal designated as the recruiting brigade (Rctg Bde) EOA will possess MOS OOR with the EO identifier ("Q").

h. EOR ~~will be~~ are to be appointed by the commander. Personnel selected to be EOR must have at least 1 year retainability. A primary EOR and an alternate EOR should be appointed from the S-1 section and the recruiter trainer section. It is recommended commanders appoint a staff sergeant or higher for the EOR position and, if possible, select one officer in addition to the NCO.

(1) Minimum EOR staffing is as follows:

(a) Headquarters, United States Army Recruiting Command (HQ USAREC) - one ~~(from the Headquarters Commandant (HQ Comdt) Office).~~

(b) United States Army Recruiting Support Command Battalion (RSC RSB) - one.

(c) Each Rctg Bde - one ~~(from the HQ Comdt Office).~~

(d) Each Rctg Bn - ~~one~~ two.

(2) EOR will be appointed on orders and a copy forwarded through channels to HQ USAREC (RCPER-EO), Fort Knox, KY 40121-2726. A sample format is shown at figure 6-1. The Rctg Bn EOR may be trained at any Army installation or at the USAREC Equal Opportunity Representative Course (EORC).

#### **Paragraph 6-7, Off-post activities, on-post activities, and off-limit actions**

Add subparagraphs e and f after subparagraph d.

e. Commanders and supervisors must inquire of all personnel, on a continuing basis, whether they perceive that they are receiving equal treatment in housing, schooling, and public accommodations. Where there is a perception of unequal treatment, appropriate action will be taken.

f. Rctg Bn commanders will be familiar with the list of off-limit facilities in their areas of operation, as published by their supporting installations. Assigned personnel will be informed of the off-limits or restricted facilities in their local areas. The off-limits will be prominently posted on all bulletin boards down to Rctg Co level. RS will post this list in a binder that is accessible to soldiers at all times.

#### **Paragraph 6-8, Procedures for processing complaints of discrimination**

Add subparagraphs u through ae after subparagraph t.

u. It is the right of all soldiers and their family members assigned to USAREC to file an EO

complaint if they believe that they have been discriminated against or treated in an unequal manner because of race, religion, creed, color, gender, or national origin without fear of reprisal. The resolution of such complaints should be accomplished at the lowest possible level.

v. All formal complaints will be forwarded through command channels to HQ USAREC (RCPER-EO) no later than 10 working days after acknowledgment in blocks 11b, 12b, and 13b of DA Form 7279-R.

w. The EOR may assist the commander in gathering information to determine if an inquiry or investigation is warranted. The EOR is not authorized to do investigations or assist the investigating officer (IO).

x. Complaints received by HQ USAREC from a Rctg Bde or the RSC will be referred to the appropriate commander unless directed at the commander. In that case, HQ USAREC will process the complaint. HQ USAREC will process complaints received from a Rctg Bde or the RSC RSB if specifically requested by the complainant and in any other case deemed appropriate by HQ USAREC.

y. Time lines. Rapid resolution of all complaints is in the best interest of all parties concerned and the command. If for any reason, a complete investigation cannot be completed in 14 calendar days, an extension may be obtained in writing by the next higher commander. Extensions will not exceed 30 calendar days. Any additional extensions must be approved in writing by the appropriate deputy commanding general.

z. EOA assistance. Commanders will notify the Rctg Bde EOA when a formal complaint is filed for advice and assistance.

aa. Feedback to the complainant. Written feedback to the complainant will be provided by the commander. Whenever possible, verbal feedback will be given.

ab. Appeals. It is the right of the complainant to appeal to the next higher commander within his or her chain of command. The complainant must do so in writing on DA Form 7279-R, part IV, within 7 calendar days following notification of the results of the investigation.

ac. Thirty or forty-five days after completion of the inquiry or investigation, the Rctg Bde EOA will followup with the complainant in person, whenever possible, to ensure reprisal or retaliation is not taking place.

ad. All commanders down to and including RS level will ensure that all personnel are familiar with the policy and procedures for lodging a complaint or seeking alleviation of an irritant. The procedure and policy will be prominently posted on all bulletin boards down to RS level (see app D).

ae. Appendix E contains instructions for investigating EO complaints.

#### **Paragraph 6-9, Housing complaints**

Add subparagraphs a through c.

a. In remote areas, restrictive sanctions are not normally effective due to the small number of

military personnel assigned. In these cases, the commander must work through local, civil, and governmental agencies to seek redress of grievances. All soldiers and DA civilians will be counseled on their right to file a discrimination complaint against prospective landlords or homeowners with the United States Attorney General's office.

b. Each Rctg Bde and Rctg Bn commander will appoint an officer as the unit housing representative to advise personnel concerning their rights under the provisions of AR 210-51, and to coordinate with the supporting installation housing referral office.

c. Without exception, a copy of the entire housing complaint proceedings that involve unequal treatment because of race, color, religion, gender, or national origin will be provided through command channels to HQ USAREC (RCPER-EO) no later than 10 working days after final notification to the complainant for review. HQ USAREC and the RSC RSB will use the housing referral offices at their respective installations.

#### **Paragraph 6-14, Training**

Add subparagraphs c through f after subparagraph b(8)(c).

c. All military and civilian personnel assigned or attached to USAREC will attend EO training as indicated in USAREC Reg 350-4, table E-1. USAREC Headquarters Commandant (HQ Comdt), Rctg Bde and Rctg Bn commanders, and the Commander, RSC RSB are responsible for conducting EO training within their respective commands.

d. Topics will be selected by the commander to address the needs of his or her unit.

e. EO training at HQ USAREC, RSC RSB, Rctg Bde, and Rctg Bn levels will be conducted by the commanders with the assistance of the trained EOR. Technical assistance from USAREC and Rctg Bde staffs is available.

f. HQ USAREC and Rctg Bde EO staffs will conduct an EORC in the Rctg Bdes. Units will select personnel to attend the EORC who have at least 1-year retainability after course completion, and are best qualified. Exceptions to this policy will be handled on a case-by-case basis. Personnel who received training as human relations or EO instructors, or seminar leaders from a source other than the USAREC EORC, may be used as an EOR upon approval by the major unit commander.

#### **Paragraph 6-15, Authority to collect and maintain data**

Add the following:

Rctg Bdes, Rctg Bns, RSC RSB, and HQ USAREC are required to collect data which is available from automated systems or personnel feeder reports. Report this data in accordance with appendix F.

#### **Paragraph 6-16, Narrative and statistical reports on equal opportunity progress ((RCS) CSGPA-1471)**

Add subparagraph d after subparagraph c.

d. EO reports. Rctg Bdes, RSG RSB, and USAREC HQ Comdt ~~will~~ are to submit a quarterly EO report to HQ USAREC (RCPER-EO) not later than the 30th ~~10th~~ of the month following the end of the quarter. ~~Rctg Bns are to submit a quarterly EO report to the Rctg Bde EOA not later than the 10th of the month following the end of the quarter.~~ Rctg Bn reports ~~will~~ are to be consolidated by the Rctg Bde EOA and forwarded to HQ USAREC (RCPER-EO) utilizing USAREC Fm 322 (Equal Opportunity Statistical Report) at appendix G, ~~not later than the 20th of the month following the end of the quarter.~~ HQ USAREC will submit an annual narrative and statistical report on EO progress covering the fiscal year to HQDA, not later than 30 November. The report will outline the progress made towards achieving the established EO goals as reflected in USAREC Reg 600-16 for the organization.

#### **Paragraph 6-20, Equal opportunity special/ethnic observances**

Add subparagraphs j and k after subparagraph i.

j. Commanders of Rctg Bdes, RSG RSB, and Rctg Bns are the approval authority for their respective level for expenditures under \$500 per observance activity. Expenditures of over \$500 for ethnic observances will be approved only by HQ USAREC.

k. A memorandum for record that reflects total actual cost of each event will be prepared and forwarded to HQ USAREC (RCPER-EO). Cost should be identified by categories (i.e., food, entertainment, publications, meals for guest speakers, etc.).

Add paragraph 6-21 after paragraph 6-20.

#### **6-21. Equal Opportunity Checklist**

At figure 6-2 is USAREC Fm 340 (Equal Opportunity Checklist) to assist commanders and staff in implementing the functional areas of EO.

#### **Appendix A, References**

Add the following section II, Related References:

##### **USAREC Reg 350-4**

Training Program.

##### **USAREC Reg 600-16**

Affirmative Action Plan.

#### **Appendix A, References**

Add the following to section II, Prescribed Forms:

##### **USAREC Fm 322**

Equal Opportunity Statistical Report.

##### **USAREC Fm 340**

Equal Opportunity Checklist.

#### **Glossary**

Add the following terms alphabetically to section I, Terms:

##### **AC**

Active Component

##### **AGR**

Active Guard Reserve

##### **EORC**

Equal Opportunity Representative Course

##### **HQ Comdt**

Headquarters Commandant

##### **HQ USAREC**

Headquarters, United States Army Recruiting Command

##### **IO**

investigating officer

##### **Rctg Bde**

recruiting brigade

##### **Rctg Bn**

recruiting battalion

##### **Rctg Co**

recruiting company

##### **ROI**

report of investigation

##### **RS**

recruiting station

##### **RSG RSB**

United States Army Recruiting Support ~~Command~~ Battalion

##### **USAREC**

United States Army Recruiting Command

##### **1SG**

first sergeant

RC \_\_\_\_\_ (MARKS Number)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty Appointment

1. Effective 25 July 1995, CPT Johnny B. Good, 123-45-6789, Chicago Rctg Bn, Fort Sheridan, IL 60037-6700, is assigned the following additional duties: Rctg Bn Equal Opportunity Representative vice DEPARTING, Ray G. Bad, 1LT, 444-56-7477.
2. Authority: AR 600-20
3. Purpose: To perform duties as cited in above reference, to manage the unit's Equal Opportunity Program's administrative and training requirements, and to carry out any special instructions from the commander.
4. Period: Until officially relieved or released from appointment or assignment.
5. Special instructions: This appointment supersedes previous appointment to this duty on memorandum, dated 1 July 1993.

IMA A. RECRUITER  
LTC, SC  
Commanding

DISTRIBUTION:

- 1-Individual
- 1-Unit Personnel File
- 1-Reference Set
- 1-Rctg Bde Personnel Management
- 1-Rctg Bde Equal Opportunity Office
- 1-HQ USAREC (RCPER-EO)

**Figure 6-1. Sample of an additional duty appointment**

**Equal Opportunity Checklist**  
(For use of this form see USAREC Suppl 1 to AR 600-20)

UNIT: Recruiting Company

EO ADVISOR: SSG Equality

DATE: 2 January 1995

	YES	NO
1. Are the following EO directives on hand?		
a. AR 20-1 (Inspector General Activities and Procedures).	<u>X</u>	<u>      </u>
b. AR 210-51 (Army Housing Referral Service Program).	<u>X</u>	<u>      </u>
c. AR 600-20 (Army Command Policy) and USAREC Suppl 1 thereto.	<u>X</u>	<u>      </u>
d. USAREC Reg 600-16 (Affirmative Action Plan).	<u>X</u>	<u>      </u>
e. USAREC Reg 350-4 (Training Program).	<u>X</u>	<u>      </u>
2. Are the following posted on the <u>Rctg Co's</u> EO information board? (Reference: USAREC Suppl 1 to AR 600-20.)		
a. The CG USAREC EO policy memorandum.	<u>X</u>	<u>      </u>
b. The CG USAREC Sexual Harassment policy memorandum.	<u>X</u>	<u>      </u>
c. The Rctg Bde commander's endorsement to CG EO policy memorandum.	<u>X</u>	<u>      </u>
d. The Rctg Bde commander's endorsement to CG Sexual Harassment policy memorandum.	<u>X</u>	<u>      </u>
3. Are the following posted on the Rctg Bn and Rctg Co information board(s)? (Reference: USAREC Suppl 1 to AR 600-20.)		
a. The CG USAREC EO policy memorandum.	<u>X</u>	<u>      </u>
b. The CG USAREC Sexual Harassment policy memorandum.	<u>X</u>	<u>      </u>
c. Rctg Bde commander's endorsement to CG EO policy memorandum.	<u>X</u>	<u>      </u>
d. Rctg Bde commander's endorsement to CG Sexual Harassment policy memorandum.	<u>X</u>	<u>      </u>
e. Rctg Bn commander's endorsement to Rctg Bde commander's EO policy memorandum.	<u>X</u>	<u>      </u>
f. Rctg Bn commander's endorsement to Rctg Bde commander's Sexual Harassment policy memorandum.	<u>X</u>	<u>      </u>

USAREC Fm 340, Rev 1 Jun 95 (Previous editions will be used)

Figure 6-2. Sample of a completed USAREC Fm 340

	<u>YES</u>	<u>NO</u>
4. Are personnel familiar with unit policy for registering complaints of discrimination? (Reference: USAREC Suppl 1 to AR 600-20.)	<u>          </u>	<u>  X  </u>
5. Is there evidence that EO training is being conducted? (Reference: USAREC Reg 350-4.)	<u>          </u>	<u>  X  </u>
6. Have equal opportunity representative(s) (EOR) been appointed, in writing, in accordance with USAREC Suppl 1 to AR 600-20?	<u>  X  </u>	<u>          </u>
7. Are EO complaints maintained (filed) in accordance with USAREC Suppl 1 to AR 600-20?	<u>  X  </u>	<u>          </u>
8. What are the name(s) of EOR(s)?		
NAME: <u>SGT Jane</u>		
NAME: <u>SGT Joe</u>		
9. What are the date(s) of completion of the EOR(s)?		
DATE TRAINED: <u>1 Jun 95</u>		
DATE TRAINED: <u>1 Jun 95</u>		
10. How many EO classes have the EOR(s) given since completing the EORC? <u>  6  </u>		
11. Additional comments: (Use this space as needed.)		

**Figure 6-2. Sample of a completed USAREC Fm 340 (Continued)**

## **Appendix D**

### **Procedures for Lodging an Equal Opportunity Complaint**

**D-1.** The command policy of USAREC is to guarantee each member, civilian or military, equal treatment and opportunity. If you believe you have been discriminated against or treated in an unequal manner because of your race, national origin, color, creed, or gender, you may have a valid EO complaint. If you desire that your complaint be given command attention, you should:

a. Try to resolve the complaint at the lowest possible level (i.e., inform the alleged offender that the behavior is offensive, and that you request it to cease). (In some cases, depending on the circumstances, this may not always be the best course of action, it is your right to file a complaint without first informing the alleged offender.)

b. If you have informed the alleged offender that the behavior is offensive and you desire it to stop and the behavior continues, inform the chain of command that you wish to file a formal complaint.

c. If your complaint involves a member of your chain of command and you believe that your problem will not be given impartial consideration, you may forward your complaint to your next higher headquarters, your Rctg Bde EOA, or the USAREC EOA (as appropriate).

d. To file a formal complaint, a soldier or family member must submit a sworn statement on DA Form 7279-R.

**D-2.** For further information about EO complaint procedures, ask your supervisor, commander, or EOR for additional EO guidance.

**D-3.** Your right to have an impartial investigation conducted to examine the facts and circumstances of a complaint you may have is paramount to this command. EO is not only the Law of the Land, but it is essential to successful recruiting.

## **Appendix E**

### **Instructions for Investigating Equal Opportunity Complaints**

#### **E-1. Specific information**

The following specific information will be included by the IO in the report of investigation (ROI). Include these items in the "discussion" in the ROI.

- a. A concise description of the complaint submitted by the complainant(s).
- b. All facts which support or disprove the complaint.
- c. Influences which could have fostered any perceived or actual discrimination. Examples could include: Other soldiers, medical, marital, financial, or other considerations, such as lack of sufficient EO training.
- d. Indicate name, rank, and duty position of personnel interviewed. Also indicate race and sex of those interviewed if applicable to the complaint.
- e. Opinions, and the reasons for them, of those interviewed regarding the complaint, complainant, alleged discriminating official, and any other persons involved.
- f. All evidence considered and how it relates to the complaint and/or complainant.
- g. The IO's evaluation of the general working environment.

#### **E-2. Findings and recommendations**

The findings and recommendations will be prepared in accordance with the guidelines of AR 15-6, paragraphs 3-10 and 3-11.

#### **E-3. Information copy**

The Rctg Bde EOA will be forwarded an information copy of the completed investigation to use in advising the commander. Additionally, EO Office, HQ USAREC, will be provided an information copy of the completed investigation not later than 10 calendar days after final ROI.



## Appendix F

### Instructions for Preparing Quarterly Equal Opportunity Narrative Report

consolidated and forwarded to arrive not later than the ~~30th~~ 20th day following the end of the quarter.

**F-1.** Rctg Bns will submit a quarterly EO narrative report to their respective Rctg Bde in the format shown at figure F-1 (Rctg Bde will consolidate this information and forward it to HQ USAREC (RCPER-EO) not later than the ~~30th~~ 20th day of the month following the end of the quarter).

a. Paragraph 1 will reflect statistics and information available to date and reference in accordance with USAREC Reg 600-16.

b. Paragraph 2, Race and gender composition unit. Identifies officers and enlisted shortfalls and strengths (i.e., no minority or female field grade officers in headquarters or command position).

c. Paragraph 3, UCMJ and relief actions. A trend analysis of UCMJ and relief actions will be included in the EO report in part 4. Analysis should examine what ethnic, racial, or gender groups are receiving an inordinate number of Article 15, other UCMJ actions, or reliefs. If a recruiter receives both a UCMJ and relief, it should be noted on USAREC Fm 322, remarks section. Records will be maintained to follow trends. Rctg Bdes will prepare a subjective report on adverse trends or possible trends in their consolidated Rctg Bn reports. See USAREC Fm 322, parts 7 and 8, for recruiter reliefs and UCMJ actions.

d. Paragraph 4, EO training. Indicate if EO training was conducted during the past quarter.

e. Paragraph 5, EO complaints. Rctg Bns will report EO complaints, to include the background and status of the investigation. Rctg Bdes will consolidate Rctg Bn reports for inclusion in their reports.

f. Paragraph 6, Affirmative Action Plan. Accomplishments of Affirmative Action Plan goals and milestones will be reported. Failure to meet goals and milestones will also be reported, to include plans implemented to meet these goals and milestones. Rctg Bdes will consolidate Rctg Bn reports for inclusion in their reports.

g. Paragraph 7, Community affairs. Participation in community affairs that have an impact on EO in the unit will be reported (e.g., minority conferences). Rctg Bdes will consolidate Rctg Bn reports for inclusion in their reports.

h. Paragraph 8, Assessment of unit EO climate. Rctg Bns will make a narrative assessment of the EO climate within their activity or unit. Rctg Bdes will formulate a consolidated report for inclusion in their reports. EO climate assessment will include the civilian community in the Rctg Bn recruiting areas.

i. Signature block. The commanders of the RSG RSB, Rctg Bdes, Rctg Bns, and HQ Comdt will sign the quarterly EO report for his or her activity or unit.

**F-2.** HQ USAREC HQ Comdt and RSG RSB will report to HQ USAREC (RCPER-EO) in the format prescribed for Rctg Bns. This report will be

RC \_\_\_\_\_ (MARKS Number)

MEMORANDUM FOR Commander, U.S. Army Recruiting Command (RCPER-EO), Fort Knox, KY  
40121-2726

SUBJECT: Quarterly Equal Opportunity Narrative Report, \_\_\_\_\_ Quarter, FY \_\_\_\_\_

1. This quarterly EO narrative update is in accordance with USAREC Reg 600-16. Figures and statistics reflect information available as of the (end of quarter). USAREC Fm 322 is attached as Encl \_\_\_\_\_.
2. Race and gender composition of unit.
  - a. Officer. The ethnic composition of the 3d Brigade's officers is evenly distributed throughout the recruiting battalions and basically reflects that of the Army. There remains a notable lack of female field grade officers.
  - b. Enlisted. The Bearing Strait Recruiting Battalion is over represented in Hispanic males. The proportion of Hispanic males in the recruiting brigade is 5 percent, while Bearing Strait Recruiting Battalion is 19 percent.
3. UCMJ and relief actions.
  - a. Article 15. A review of Article 15 reveal no trends.
  - b. Courts-martial. Only one court-martial was administered; special court-martial, white male.
  - c. Relief actions. Females are receiving a disproportionate share of reliefs. While comprising 8 percent of the recruiting brigade, females received 24 percent of the reliefs.
4. EO training was conducted in 8 out of 12 recruiting battalions this quarter.
5. The recruiting brigade received two EO complaints this quarter. Detailed information is provided in the Equal Opportunity Complaint Summary.
6. Affirmative actions. Objective criteria was established for considering requests for conversion to OOR. This policy is a result of complaints of inequity in the conversion process.
7. Community affairs: The Bearing Strait Recruiting Battalion had two soldiers and their families recognized for their efforts during Asian/Pacific Heritage Week by the Chapter of Samoan Americans.
8. Assessment of unit EO climate. The climate overall is favorable. Morale is up, favorable actions are up, unfavorable actions are down. Recruiting efforts in the civilian community are not hampered by discrimination.

Commander's  
Signature Block

**Figure F-1. Sample of a quarterly EO narrative report**

## **Appendix G**

### **Instructions for Preparing Equal Opportunity Statistical Report**

**G-1.** Addressee and date information. Complete information as follows:

a. To block:

(1) Rctg Bns will address to appropriate Rctg Bde Headquarters, EO Office, ATTN: EO Advisor.

(2) Rctg Bdes, HQ USAREC, and the RSC will send their report to HQ USAREC (RCPER-EO), Fort Knox, KY 40121-2726.

b. From block: Units completing this report will insert their complete address (to include office symbol) in this block.

c. As of date block: Reports will always be as of the last day of the quarter. Insert appropriate date in this block.

**G-2.** Part 1 (Active duty officers assigned). Information for these blocks may normally be obtained from the local adjutant or military personnel office personnel feeder reports, or from Standard Installation Division Personnel System sources. Insert exact numbers of RA officers assigned and total at (A).

**G-3.** Part 2 (Active duty enlisted assigned). Include all nonrecruiting and support personnel (personnel staff noncommissioned officer, award clerk, supply sergeant, etc.).

**G-4.** Part 3 (Active duty recruiters assigned). Insert number of RA recruiters assigned. Combine totals of parts 2 and 3 and insert at (B), Total Enlisted.

**G-5.** Part 4 (USAR officers assigned). Insert exact numbers of USAR officers assigned and total at (C).

**G-6.** Part 5 (USAR recruiters assigned). Include all AGR enlisted assigned.

**G-7.** Part 6 (Nonpunitive administrative actions). Under the applicable racial and ethnic columns, list the number of RA and AGR personnel, by gender, for each relief action.

**G-8.** Part 7 (Military justice (UCMJ) actions). Under the applicable racial and ethnic columns, list the number of RA and AGR personnel, by gender, for each UCMJ action. Combine summarized and formal Article 15 proceedings.

**G-9.** Part 8 (Representation in command and staff positions). Under the applicable racial and ethnic columns, list the number of RA military personnel by gender for each category.

**G-10.** Part 9 (Military awards). Ensure all awards recommended and awarded are accounted for (i.e., if a recommendation for a Meritorious Service Medal is downgraded to an Army Commendation Medal, it should be counted under Meritorious Service Medal recommended and Army

Commendation Medal awarded).

**G-11.** Remarks portion with continuation sheets, as required, will be used to narratively report specific actions taken, achievements, difficulties, complaints, and other such information deemed pertinent by the commander to accurately portray that command's EO Program.

RCS: USARCPER-19-R3	<b>EQUAL OPPORTUNITY STATISTICAL REPORT</b>	For use of this form see USAREC Suppl 1 to AR 600-20
<b>TO:</b> Commander, U.S. Army Recruiting Command ATTN: RCPER-EO, Fort Knox, KY 40121-2726		<b>FROM:</b> Commander, U.S. Army 4th Rctg Bde ATTN: RCNW-EO, Fort Smith, AL 00000-0000
<b>AS OF DATE:</b> 31 Mar 95		

## PART 1. ACTIVE DUTY OFFICERS ASSIGNED

GRADE	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE		OTHER UNKNOWN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
GENERAL														
COLONEL (06)			1										1	
LIEUTENANT COLONEL (05)	4	1	1	1	2		1					1	8	3
MAJOR (04)	5	2	2		1	2			1		2		11	4
CAPTAIN (03)	18	3	8	1	2	1	2	1	1		1		32	6
LIEUTENANT (01/02)	2		3								1		6	
WARRANT OFFICER														
<b>(A) TOTAL OFFICERS</b>	29	6	15	2	5	3	3	1	2		4	1	58	13

## PART 2. ACTIVE DUTY ENLISTED ASSIGNED SUPPORT PERSONNEL (NON 79R)

SERGEANT MAJOR (E9)														
MASTER SERGEANT (E8)	2		1			1					1		4	1
SGT FIRST CLASS (E7)	8	3	1	2									9	5
STAFF SERGEANT (E6)	6	1	3	1	3				1			2	13	4
SERGEANT (E5)	5	2	5	2		2					1		11	6
E4 - E1	2	1	1	1	1								4	2
<b>TOTAL</b>	23	7	11	6	4	3			1		2	2	41	18

## PART 3. ACTIVE DUTY RECRUITERS ASSIGNED (DETAIL AND 79R)

SERGEANT MAJOR (E9)	8	1	3		1								12	1
MASTER SERGEANT (E8)	16	2	9		2		1				2		30	2
SGT FIRST CLASS (E7)	68	12	41	7	5	1			1		6		121	20
STAFF SERGEANT (E6)	79	4	56	3	3		2	1			12	1	152	9
(E5 AND BELOW)	47	6	18	1		1			1		3		69	8
<b>TOTAL RECRUITERS</b>	218	25	127	11	11	2	3	1	2		23	1	384	40
<b>(B) TOTAL ENLISTED</b>	241	32	138	17	15	5	3	1	3		25	3	425	58

USAREC Fm 322, Rev 1 Jun 96 (Previous editions may be used)

Figure G-1. Sample of a completed USAREC Fm 322

## PART 4. USAR OFFICERS ASSIGNED

GRADE	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE		OTHER UNKNOWN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
GENERAL														
COLONEL (06)														
LIEUTENANT COLONEL (05)														
MAJOR (04)			1		1						1		3	
CAPTAIN (03)	4	1		2	1	1						1	5	5
LIEUTENANT (01/02)														
<b>(C) TOTAL OFFICERS</b>	4	1	1	2	2	1					1	1	8	5

## PART 5. USAR ENLISTED ASSIGNED

SERGEANT MAJOR (E9)														
MASTER SERGEANT (E8)	12	1	1										13	1
SGT FIRST CLASS (E7)	20	6	14	1		1			1		2		38	8
STAFF SERGEANT (E6)	10	1	3		1		1				1	1	16	2
(E5 AND BELOW)	14	2	1	1									15	3
<b>(D) TOTAL RECRUITERS</b>	56	10	19	2	1	1	1		1		3	1	81	14

## PART 6. NONPUNITIVE ADMINISTRATIVE ACTIONS

<b>RELIEF ACTIONS</b>														
UNSUITABILITY	5			1	1				1				7	1
INEFFECTIVENESS		5	2					1			1	1	3	7
INEFFECTIVE NEW RECRUITER PROGRAM														
RELIEF ACTIONS TOTAL	5	5	2	1	1			1	1		1	1	10	8
ADMINISTRATIVE SEPARATIONS	1	1	1										2	1

## PART 7. MILITARY JUSTICE (UCMJ ACTIONS)

ARTICLE 15	5		1	1	1	2							7	3
SUMMARY CM	1												1	
SPECIAL CM														
GENERAL CM														

Figure G-1. Sample of a completed USAREC Fm 322 (Continued)

## PART 8. REPRESENTATION IN COMMAND AND STAFF POSITIONS

GRADE	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE		OTHER UNKNOWN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
BN COMMANDER	3	1	1	1	2		1					1	7	3
BN SGM	7	1	2		1								10	1
COMPANY COMMANDER	14	1	7	1	1	1	1	1	1		1		25	4
RECRUITING 1SG	13	1	7		1						1		22	1
STATION COMMANDER	47	10	28	2	2		1				1		79	12
79R IN BN HQ	14	2	6	1	1			1					21	4
79R IN BDE HQ	5	1	4		2		1					2	12	3
79R IN HQ USAREC	61	9	26	3	1								88	12

## PART 9. MILITARY AWARDS

MSM RECOMMENDED	5		2	1	1				1				9	1
MSM AWARDED	4		2	1	1				1				8	1
ARCOM RECOMMENDED	15	2	8	3	2	1					1		26	6
ARCOM AWARDED	16	2	8	3	2	1					1		27	6
AAM RECOMMENDED	10	1	6	1			1						17	2
AAM AWARDED	10		6	1			1						17	1

REMARKS:

DATE:  
10 Apr 95

TYPED NAME, GRADE, TITLE:  
IMAA. RECRUITER, CPT, AGC

SIGNATURE:  
/signed/

Figure G-1. Sample of a completed USAREC Fm 322 (Continued)